

Building a Truckload Multistop Shipment

You can use the **Ship It** page to build a Truckload Multistop Shipment for an order that was passed to Kuebix from your ERP system.

1. Go to the **Ship It** page.
2. For **Shipment Type**, select **TL Multistop Delivery** or **TL Multistop Pickup**.
3. In the **Order Search** field, type in your first order. When you select the order, all shipment information for the order will populate into the appropriate fields.

Please Note: Only information passed to Kuebix from your ERP system will be included on this Order.

The screenshot displays the 'Ship It' page interface, divided into four main sections:

- Let's get started by answering a few required questions about your shipment:** Includes fields for Location (Books and a Comfy Chair, Inc.), Shipment Type (TL Multistop Delivery), Payment Type (Outbound Prepaid), Carrier Type (Dry Van), and Order Search (PO20757).
- Need to add additional references for your shipment?:** Includes Pickup Date (02/21/2024), Pickup Window (1:00 PM to 4:00 PM), Pickup Number, and Company BOL.
- Ship From: Edit and update your Ship From address and contacts:** Includes Search Company (Books and a Comfy Chair, Inc.), Company Name, Address (123 Real Street), Postal (01754), State (MA), City (Maynard), Country (United States), and contact information for Chris Arbib (support@kuebix.com, (978) 298-2100). It also has checkboxes for Residential Address, Liftgate Required, and Blind Shipment.
- Ship To: Edit and update your Ship To address and contacts:** Includes Search Company (Prime Plastics), Company Name, Address (3401 Etwanda Avenue, Suite# 931C), Postal (91752), State (CA), City (Mira Loma), Country (United States), and contact information. It also has checkboxes for Residential Address, Liftgate Required, and Appointment Required.

At the bottom right of the 'Ship To' section, there is an **Add Delivery** button highlighted with a red box.

4. Enter the Delivery Date and Delivery Window, then click **Add Delivery/Add Pickup** to add this stop to your shipment.

This close-up shows the input fields for the delivery date and window:

- Delivery Date:** A text input field.
- Delivery Window:** A series of dropdown menus for day, month, and year.
- Delivery Number:** A text input field.
- Add Delivery:** A blue button at the bottom right.

5. This address will create your first stop. Add the items that will be delivered to this location.

The screenshot displays a shipping management interface. At the top, a 'Stop Information' table shows details for Stop 1: Company (Prime Plastics), City (Mira Loma), State (CA), Postal (91752), Weight (0), # HU's (0), # PKG's (0), and Delivery Date & Time (03/04/2024 9:00 AM - 5:00 PM). Below this is a section for 'Enter Your Commodity Information' for Stop # 1. A red box highlights the 'Use All Line Items' button and a table of line items. To the right, 'Handling Units' are defined as 12 Pallet(s) with a total weight of 1000 lbs and dimensions of 40 x 48 x 48 inches. Below the handling units, a 'Line Items' table lists 12 items, each with a PO Reference (PO20757), SO Reference (SF20215127), SKU/Item Name, Description, and Item Units. The items are: Recycling Service (4 units), Sailing Service (8 units), Sking Service (12 units), Recycling Service (4 units), Sailing Service (8 units), Sking Service (12 units), Recycling Service (4 units), Sailing Service (8 units), Sking Service (12 units), Recycling Service (4 units), Sailing Service (8 units), and Sking Service (12 units). At the bottom, summary statistics are shown: Total Shipping Weight: 1000.0000, Total Cubic Feet: 639.96, Total Handling Units: 12, and Total Packages: 0.

Stops	Actions	Company	City	State	Postal	Weight	# HU's	# PKG's	Delivery Date & Time
1		Prime Plastics	Mira Loma	CA	91752	0	0	0	03/04/2024 9:00 AM - 5:00 PM

Enter Your Commodity Information

Stop # 1

Use All Line Items

PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Units To Ship
+	PO20757	SF20215127	Recycling Ser...	4	4
+	PO20757	SF20215127	Sailing Service	8	8
+	PO20757	SF20215127	Sking Service	12	12
+	PO20757	SF20215127	Recycling Ser...	4	4
+	PO20757	SF20215127	Sailing Service	8	8
+	PO20757	SF20215127	Sking Service	12	12
+	PO20757	SF20215127	Recycling Ser...	4	4
+	PO20757	SF20215127	Sailing Service	8	8
+	PO20757	SF20215127	Sking Service	12	12
+	PO20757	SF20215127	Recycling Ser...	4	4
+	PO20757	SF20215127	Sailing Service	8	8
+	PO20757	SF20215127	Sking Service	12	12
+	PO20757	SF20215127	Recycling Ser...	4	4

Handling Units

Handling Unit Type: Pallet(s) # HU's: 12 Total Weight: 1000 lbs L (in): 40 W (in): 48 H (in): 48 UOM: in Stackable: Yes

Add More Handling Units

PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Commodity Regulations
PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations
PO20757	SF20215127	Sailing Service	Sailing, it takes my breath av	8	Commodity Regulations
PO20757	SF20215127	Sking Service	Tuck and go m...	12	Commodity Regulations
PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations
PO20757	SF20215127	Sailing Service	Sailing, it takes my breath av	8	Commodity Regulations
PO20757	SF20215127	Sking Service	Tuck and go	12	Commodity Regulations
PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations
PO20757	SF20215127	Sailing Service	Sailing, it takes my breath av	8	Commodity Regulations
PO20757	SF20215127	Sking Service	Tuck and go	12	Commodity Regulations
PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations

Add Total Stop Weight Add Total Stop Tare Weight Add Total Linear Feet

Total Shipping Weight: 1000.0000 Total Cubic Feet: 639.96 Total Handling Units: 12 Total Packages: 0

6. Repeat steps 3-5 to add additional stops and items to this shipment.

7. Once all your stops are added, click **Contract Rates** to receive rates and book your shipment.